How to complete Section 3 with a new or updated work authorization
The I-9 Specialist may view the employees that need their work authorization updated in the “Reverification due” box. Click “refresh all” to update the list. This lists the employees’ that need to have their work authorizations updated. You may also enter the employees name in the “Search for employees” area.

Notes:

An employees work authorization must be updated no later the expiration date of their current authorization.
• Pull employee.
• Click on Section 3.
Check the visa type.

Check the type of document presented:

- Form I-766-Employment Authorization Document that contains a photograph: this would be EAD card. Copy would need to be attached. Visa type: E1 Dependent
- Form I-94: This would be for H-1b, O’1, TN or E3. Visa type: H-1b, TN, E3
- Employment authorization document issued by DHS: This would be used for Visa types F1, J1, H1b, O’1, TN or E3.
  - F1 document number: top right corner of I20 form, begins with “N”
  - J1 document number: top right corner of DS2019 form, begin with “N”
  - H1b document number: Top of I797 form, “receipt” number
  - O1 document number: Top of I797 form, “Receipt” number
  - TN document number: I94 card
  - E3 document number: I94 card
- Click continue.
Enter information.

- EAD card: Card with photo
- E3 document number: I94 card
- F1 document number: top right corner of I20 form, begins with “N”
- H1b document number: Top of I797 form, “receipt” number
- J1 document number: top right corner of DS2019 form, begin with “N”
- H1b document number: Top of I797 form, “receipt” number
- O1 document number: Top of I797 form, “receipt” number
- TN document number: I94 card

Hit continue.

Verify information.
If an EAD card or LPR card was used for the I-9, a copy will need to be attached.

<table>
<thead>
<tr>
<th>Hire/Entry</th>
<th>Type (click to view)</th>
<th>E-Verify</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/24/2013</td>
<td>Original I-9</td>
<td></td>
<td>0 Attach File</td>
</tr>
</tbody>
</table>

- Click on Attach File.
Documents may be attached either through the file information feature below or through the I-9 Mobile App option on this page.

To upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

If you are unable to upload documents do the following:

1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

Note: The maximum file size that can be uploaded is 1536 KB.

**IMPORTANT!** The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

- Uploaded all of the required documents, or
- Clicked the checkbox above indicating that you could not upload documents.

- Select document from the drop down list.
- Select image to upload.
- Click upload, verify picture is correct.
- Click Finished.